

Minutes of the Criminal Justice Information Sharing Executive Committee Meeting
Thursday, May 10, 2007, 1:00 pm CDT
Bureau of Criminal Investigation – Administrative Conference Room
Bismarck, North Dakota 58503

Call to Order: The meeting was called to order by Jerry Kemmet

Executive Committee Members present: Charles Placek – DOCR, Daryl Vance – Watford City PD, Nancy Walz – Information Technology, Dave Kleppe - Highway Patrol, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO, Deborah Ness – Bismarck PD, Pat Heinert – Burleigh County SO

Members absent:, Sally Holewa – Supreme Court Department, Wade Enget - Mountrail County SA, , Russ Timmreck – State Radio

Others present: Pam Schafer, Cher Thomas, Tina Radenz, Tamara Schatz, Kyle Forster, Lyle Ripplinger via phone

Agenda

Topic: Approve April 12, 2007 Meeting Minutes

Discussion:

Motion to approve April 12, 2007, Meeting Minutes by Paul Hendrickson; Second by Chuck Placek. Unanimous approval.

Topic: CJIS Architect Position

Discussion:

Pam discussed that the CJIS Architect position would be reposted as a candidate was not selected from the pool. Pam will work on the job description and repost the position in the June timeframe. Paul asked if it would be feasible to contractually fill the position. Nancy stated the position needs to understand the conceptual of CJIS and not necessary need to be programmatically. It was raised if Pam can handle some of the duties. Pam is currently filling the roles position with the help of ITD's Architect and Project Managers. Jerry stated intentions are to expand CJIS staffing and positions are restricted by funding. Nancy stated the SAVIN grant CJIS would need to hire temporary to do this work.

Topic: CJIS Hub Portal Demonstration

Discussion:

The LERMS Integration Project demonstration was presented by Kyle Forster. It was a positive and useful demonstration and the committee would like to see more of these as projects progress. Chuck asked if the CJIS Board has seen this. Pam stated they had conflicting schedules and will work with the CJIS Board to get a presentation scheduled. Through the demonstration some changes were brought out to be added to LERMS Integration Project: 1) The addition of a CJIS Hub Manual to the CJIS Hub Portal Login and 2) disclaimer to be reworded and added to all search detail pages. The demo brought discussion on bringing the CJIS Hub to an investigative tool. Kyle stated do not want to degrade local law enforcement systems with searching. Deb stated this group vision is for sharing. Need to look back and see all the progress that was made. Nancy stated workflow will need to be building in the future.

Topic: Tribal Judicial Institute

Discussion:

Pam discussed that Tahira Hasmi contacted her about information on the CJIS initiative and its working with Tribal Protection Orders. She is working on an initiative to share protection orders asked that Pam attend a June 18 and 19th advisory committee meeting. The Executive Committee stated it would be good to keep the communication going and have Pam attend.

Topic: Review CJIS Program Status

Discussion:

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented by Pam, Tammy and Tina. Information is available at <http://www.nd.gov/cjis/Committees/Executive.htm>

Topic: Project Reviews

Discussion:

Points of discussion include items from the projects that need to be addressed. Paul and Chuck have been on the user group of the LERMS integration Project and did not want to make the design on behalf of the group. Paul states that LERMS was not sold on the basis of integrating with the CJIS Hub. It was a mechanism for the small agencies for their data. Dave stated that LERMS is part of CJIS and Deb agreed. Cher brought out that UCR reporting was done in a dos based system and that CJIS and the board decided to get something to replace the dos based system and this was with CJIS. Originally issues about concerns of sharing were based on Narratives and these are not shared. Pat stated why would it (LERMS) not be shared, the information is only accessible if the case is closed.

Disclaimer of Ownership - expand the disclaimer to include the data is owned by the contributing agency.

LERMS Data Ownership – The direction the committee chooses is to include all the agencies information on the CJIS Hub Portal. Pam presented a cost estimate from ITD of \$35,000 to allow for the exclusion/inclusion of agency data. A letter with CJIS's mission and vision (what it stands for) needs to be sent to the agencies using LERMS. In this letter an addendum to the contract they signed will be included for the agencies to sign acknowledging the sharing of information with CJIS Hub Portal prior to project implementation. The LERMS contract needs to be updated to include the acknowledgment of sharing information with the CJIS Hub Portal. A motion by Chuck to accept and Deb seconded.

LERMS Point of Data Index – The direction the committee chooses is to notify agencies to review records prior to go live. Data will be indexed from existing records in LERMS. A motion to accept by Daryl and Chuck seconded.

Court Protection Project – Pam stated the project is reported on time with an expected implementation date of June 29, 2007. The project appears to be slipping and this date will most likely be moved. The June date was chosen based on the STOP Grant deadline. Pam has asked the Health Department for an extension to the timeframe for the grant.

Topic: Review CJIS Hub Users

Discussion

Individual Approved – A motion to accept by Daryl and Dave seconded
Individual Denied – A motion to accept by Deb and Pat seconded.

Meeting was adjourned at 3:30 p.m.